



Lettings Policy

Policy Name:	Lettings Policy			Review Date:	Every 3 Years
Presented to the Resources Committee:	Date: 17.05.2021	Adopted by the Full Governing Body:	Date: 01.07.2021	Chair of Governors Signature:	

Rationale

The Governing Body regards the school buildings and grounds as a community asset and will make every effort to encourage external use where possible to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its students) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises.

The school has chosen an external lettings agency to manage the site, bookings and marketing of community lettings. This will help to increase the school's income from lettings, as well as offer the community a professionally managed facility that they can get the most from.

Purposes

1. To provide clear guidance on lettings and the hire of the school premises and equipment.
2. To enable community and lifelong learning access to the school site and premises.
3. To promote the use of school facilities by the wider community.
4. To safeguard the interests of Queen's Park High School.
5. To ensure that the out of hours use of the school site is not subsidised by the school budget.
6. Hire charges are reviewed with the external lettings agency annually and current charges are available directly from them.

Guidelines

All hire must go through the external lettings agency and are bound by their terms and conditions.

The school reserves the right to refuse any lettings it may choose, as well as cancelling lettings for school events taking place on an evening, weekend or school holiday.

The Support Operations Manager is responsible for liaising with the external lettings agency, to ensure that external lettings do not impact on the school day as well as gaining the maximum income possible.

Queen's Park High School are currently in a contract with EDU-Lettings Ltd UK to act as the external lettings agency. This is a 3 year contract which expires on 31st August 2023. Income is shared between EDU-Lettings Ltd UK and Queen's Park High School:

Year 1 70/30 split in favour of Queen's Park High School

Year 2 60/40 split in favour of Queen's Park High School

Year 3 60/40 split in favour of Queen's Park High School

Any subsequent years will see a 60/40 split in favour of Queen's Park High School.

External lettings agency website (including price list), full terms and conditions and booking online are available here <https://bookings.edu-lettings.org/chester/edu-queens-park-high-school>

Conclusion

The Lettings Policy will be reviewed every three years.